



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**

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WILLIAM W. BLEVINS
CLERK OF COURT

KITO J. BESS
CHIEF PROBATION OFFICER

NOTICE OF POSITION VACANCY

POSITION TITLE: **PROCUREMENT SPECIALIST I**

POSITION LOCATION: **NEW ORLEANS, LOUISIANA**

VACANCY ANNOUNCEMENT #: **16-DSC-03**

OPENING DATE: **FRIDAY, NOVEMBER 20, 2015**

CLOSING DATE: **FRIDAY, DECEMBER 11, 2015 BY CLOSE OF BUSINESS 5:00 PM
CENTRAL/STANDARD TIME (MORE THAN ONE POSITION MAY BE FILLED
FROM THIS VACANCY ANNOUNCEMENT).**

JOB CLASSIFICATION/GRADE: **CL-26**

SALARY RANGE: **\$42,644 - \$69,289 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)**

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of Procurement Specialist I. The Procurement Specialist I is located in the Shared Administrative Services Unit and supports the district court and probation office, performing and coordinating administrative, technical, and professional work ensuring that the court unit is provided with supplies, materials, equipment, and services required for optimal functionality. The incumbent ensures compliance with appropriate guidelines, policies, and internal controls. Duties include purchasing supplies, equipment, and furnishings, and preparing bids, as required. The Procurement Specialist I may also maintain service contracts.

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies. Confirm availability of funds. As needed, provide expenditure reports to supervisor for special projects.
- Prepare purchase orders from approved requests; ensuring proposed purchase will satisfy the requestor's need, and forward for approval. Review invoices from suppliers and prepare payment vouchers for approval, including supporting documentation.
- Order repairs and oversee maintenance on office equipment, including monthly meter reading for all leased copiers. Deliver and issue materials and supplies to requestors and offices throughout the district.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment

specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.

- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Prepare contracts, monitor contract use, and send reporting requirements for court interpreters.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist with records management by filing, scanning, and maintaining procurement documents in accordance with the record disposition schedules and Judiciary Procurement Program Procedures.
- Adhere to the *Guide to Judiciary Policy and Judiciary Procurement Program Procedures*. Adhere to the court unit internal controls procedures.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduation or equivalent, plus one (1) year of specialized experience equivalent to work at CL-25.

Specialized experience is progressively responsible experience in procurement and contracting principles, policies, procedures, and regulatory requirements, methods, contract operations, procurement law, and statutory mandates, which provided knowledge of the rules, regulations, and terminology of procurement administration.

PREFERRED QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, Business Administration, or Public Administration from an accredited college or university. Current certification as a Contracting Officer is desirable.

Applicants should possess excellent computer and typing skills, including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. The ability to communicate effectively verbally and in writing is required since frequent contact is with a wide variety of individuals. Good knowledge of language usage, grammar, and spelling is required.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

ADDITIONAL INFORMATION:

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:

http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer